

P3 Workgroups Action Item List

Draft 9-5-00

Workgroup	Action Item	Assigned To	Due Date	Date Closed	Summary of Resolution
Non-Judicial Counsel (JC) Forms	Acquire client forms from different jurisdictions: <ul style="list-style-type: none"> • Common to everyone • Monthly statements • Employer information • Identify customer 	All county reps	8/8/00	8/8/00	Information gathered and shared with group
Non JC Forms	Ensure implementation of county compliance/timetable is part of regulation/recommendation	All	9/19/00		
Non JC Forms	Cross Over Issue for Access Workgroup: Accessibility – forms need to be accessible to customers	Julie: Pass to Access Group Contact	7/26/00	8/4/00	Identified as cross workgroup issue in 7/26/00 Client Access meeting minutes
Non JC Forms	Cross Over Issue for Training Workgroup related to forms use: <ul style="list-style-type: none"> • Caseworkers on use of form • Use of Jargon, Acronyms 	Julie: pass to Training Group Contact	8/10/00	8/10/00	Discussion topic in 8/10/00 Training Workgroup session
Non JC Forms	Cross Over Issue for Management Practices Workgroup: Interaction between agencies related to forms, e.g. FTB sending out forms that refer the addressee to DCSS or local child support agency, IV-A to IV-D, IV-D to other external entities..	Julie: Pass to Mgmt Practices Group Facilitator	7/24/00	8/9/00	Issue identified to Management Practices facilitator
Non JC Forms	Review report on ACES “Best Practices” and prepare synopsis re forms issues for Workgroup	Robert McLeod	8/22/00		
Non JC Forms	Cross Over Issue for Management Practices Work Group: Allow adequate lead time on use/implementation of new forms.	Julie: Pass to Mgmt Practices Group Facilitator	7/24/00	8/9/00	Issue identified to Management Practices facilitator

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Non JC Forms	Review all California Family Code for legal mandates regarding categories and standardization (of forms). Provide written report.	Jenny Skoble	8/22/00	8/22/00	Report distributed
Non JC Forms	Cross Over Issue for Client Access Work Group: Outreach described in section 17400.e of California Family Code.	Julie: Pass on to Access Group Contact	7/26/00	8/4/00	Identified as a cross workgroup issue in 7/26/00 Client Access meeting minutes
Non JC Forms	Review Turner Requirements	All	8/22/00	8/22/00	
Non JC Forms	Review and add to customer list	All	8/22/00	8/22/00	
Non JC Forms	Review Barnes Decision	All	8/22/00	8/22/00	
Non JC Forms	Review Customer Service Related Bullets from Law	All	8/22/00	8/22/00	
Non JC Forms	Review AB 196 and SB 542	All	8/22/00	8/22/00	
Non JC Forms	Review 5/18/00 DHS Memo	All	8/22/00	8/22/00	
Non JC Forms	Review ACES Guide Excerpt	All	8/22/00	8/22/00	
Non JC Forms	Review KIDZ Forms Listing	All	8/22/00	8/22/00	
Non JC Forms	Review Workgroup Binder	All	8/22/00	8/22/00	
Non JC Forms	Written report of legal requirements for forms from CFR, Cal Family Code and US Code.	Jenny	8/22/00	8/22/00	
Non JC Forms	Cross Over Issue for Training Work : Staff need training for new Judicial Council forms & Non Judicial Council forms. Forms training show be ongoing.	Julie	8/22/00	8/10/00	Discussion topic in 8/10/00 Training Workgroup Session
Non JC Forms	Cross Over Issue for Client Access Workgroup: Educating clients on forms. What the forms are and how to complete them.	Julie	8/22/00	8/16/00	Identified as a cross workgroup issue in 8/16 Client Access Meeting
Non JC Forms	Cross Over Issue for Case Management Workgroup: Need for common case numbering process/protocol.	Julie	8/22/00	8/15/00	Issue identified to Case Management facilitator
Non JC Forms	Obtain Judicial Council, DMV, EDD, CalWORKS forms processes; how do they develop, approve and implement.	Kristy	8/22/00	8/22/00	Information provided to workgroup

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Non JC Forms	Obtain FTB forms unit processes.	Lynn/Ed	8/22/00	8/22/00	Information provided to workgroup
Non JC Forms	Create list of form priorities.	All	8/22/00	8/22/00	
Non JC Forms	Cross Over Issue for Client Access Workgroup: Letters of explanation w/S&C, Paternity (policy & content). Processes the forms will support. Outreach efforts.	Julie	8/22/00	8/16/00	Issue identified in 8/16 Client Access meeting
Non JC Forms	Cross Over Issue for Non CAMP Enforcement: Policy re: Priorities for enforcement actions and multiple actions. (Note: If policy made, system requirements will need to support prioritization of enforcement actions.	Julie	8/22/00	8/15/00	Issue identified to Non CAMP Enforcement facilitator
Non JC Forms	Cross Over Issue for Case Management/Case Processing: Possible policy/best practice re: giving NCP opportunity to dispute account balance at case opening.	Julie	8/22/00	8/15/00	Issue identified to Case Management/Case Processing facilitator
Non JC Forms	System Requirements: Interface with enforcement agency (e.g., FTB, DMV, Licensing Board). When actions taken by enforcement agency notice is given to CCSAS.	Lynn	Open		
Non JC Forms	System Requirements: Understandable payment history.	Lynn	Open		
Non JC Forms	Identify systems requirements and cross workgroup issues	Lynn	Ongoing		
Non JC Forms	Review and revise remaining workgroup agendas and work plans as appropriate	Patty, Bill, Julie	Ongoing		
Non JC Forms	Draft process for review by group at next meeting	Lynn, Kristy, Rita and Ed	9/5/00		Group agreed that small group should take all the examples and come up with a draft forms process for the group to review.
Non JC Forms	Update agendas & distribute by e-mail	Bill	9/1/00		

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Non JC Forms	Forward OCSE interpretation of emancipation of a minor in a IV-D case.	Bill	9/5/00	8/23/00	
Non JC Forms	“Involved Agency” forms; determine who is owner.	Bill	9/5/00		
Non JC Forms	Research CDC letter (proposed legislation)	Lynn	9/5/00		
Non JC Forms	Cross Over Issue for Case Processing Workgroup: Use of forms once they are standardized.	Julie	9/5/00		Kathie may have done this already
Non JC Forms	Cross Over Issue for Case Mgt, Training & Client Access Workgroups: “Contact” field on forms.	Julie	9/5/00		Kathie may have done this already
Non JC Forms	Make copies of all the 1A forms for the group	Kristy	9/5/00		
Non JC Forms	Review FTB Forms Info and other handouts	All	9/5/00		
Non JC Forms	Determine how many people work in the DSS forms unit. Bill, Rita, and Ed will determine Forms Unit Functions, staffing, roles & responsibilities (organizational chart).	Rita	9/19/00		
Non JC Forms	Revise the process flow chart, including descriptions of everything	Lynn, Patty, Ed, Debbie	9/19/00		